

COMMUNICATION THROUGH E-MAIL

To: All Contractors Doing Business with VDOT
From: Mary Roane
Re: E-mail Addresses

In order for VDOT to utilize E-Commerce and expedite better communications with our customers all contractors who possess an e-mail address are encouraged to fill out the following information below. With this information, we can better inform you of revisions, delays, or withdrawals of projects, prequalification status, emergency memos, etc.

If you have already submitted your address and it has not changed, you do not have to fill out this form; or if you have changed Internet providers, please re-submit this form by using the Change of address portion so I may update my database.

Thank you!

For New Submission Please Provide the following Contact Information:

Contact Name _____

Organization _____

Work Phone (____) _____

E-mail _____

Change of Address

Organization _____

Old E-mail _____

New E-mail _____

After filling out this information, you may save it to your hard drive and email it to me at kiwi.roane@viriniadot.org, fax it at (804) 371-7896, or mail it to:

Virginia Department of Transportation
Schedule & Contract Division, 12th Floor
1401 East Broad Street
Richmond, VA 23219
Attn: Mary Roane